



JOB DESCRIPTION

JOB TITLE: Emergency Services Coordinator

DEPARTMENT: Police Department

REPORTS TO: Police Commander

DATE: April, 2009

EMPLOYEE UNIT: Management & Confidential

Supersedes: October, 2005

FLSA EXEMPT: Yes

JOB SUMMARY: Under general direction of a Police Commander, maintains and assists in the implementation of the City's emergency preparedness, response and disaster recovery programs. The Emergency Services Coordinator also provides technical assistance to fire and other City personnel in assigned areas of responsibility.

CLASS CHARACTERISTICS: This is a mid-management, non-law enforcement classification who manages the City Office of Emergency Services. The Emergency Services Coordinator is responsible for maintaining oversight and daily coordination of the City's Emergency Operations Center. The coordinator assists in the development of emergency response procedures, facilitates training for EOC staff and volunteers, and achieves compliance with State and Federal emergency response and disaster mitigation programs. Successful performance of the work requires the ability to negotiate solutions to complex problems, understand mutual aid agreements, and operate under the SEMS/ICS model.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Police Commander, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Plan, organize, review, evaluate, and personally perform activities to implement a variety of emergency preparedness and disaster recovery programs and procedures under the SEMS/ICS model.
2. Provide technical expertise in the area of disaster recovery and mitigation with a focus on establishing alternative means of providing power, water, communications, food and shelter for citizens in the event of a major disaster.
3. Facilitate the preparation of, maintain, and distribute a current Emergency Operations Plan.
4. Assist in the development of public awareness programs regarding disaster preparedness.
5. Develop educational materials and make presentations to business, professional and community groups.

6. Assist in the development and presentation of training sessions to City staff.
7. Coordinate department safety program in accordance with OSHA Guidelines.
8. Assist in resource development, homeland security related grant procurement and grant administration.
9. Maintain detailed records and prepare correspondence and periodic special reports.
10. Coordinate community emergency response team volunteers and medical reserve corps in conformance with the standards, practices, and procedures of the emergency plan.
11. Attend required meetings, training seminars, and conferences related to emergency management and homeland security.
12. Liaison with schools, business, local jurisdictions, State and Federal agencies.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Bachelor's degree from an accredited college with major course work in environmental studies, emergency management, or a related field.
2. At least three years experience in emergency management or related field.

Licenses & Certificates:

1. Possess a valid California Class C driver's license in compliance with adopted City driving standards.

Other Requirements:

1. Must be willing to adjust work hours to meet operational demands and respond on a 24-hour basis to assist and advise in emergency situations.

Knowledge of:

1. Basic principles and techniques for developing emergency preparedness and disaster relief programs.
2. SEMS/ICS model for emergency program development, EOC operation, implementation and monitoring techniques.
3. Applicable federal, state and local laws and regulations.

Skill in:

1. Interpreting, applying and explaining complex laws, rules and regulations, and achieving compliance with such regulations.
2. Conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.
3. Setting priorities and following-up on projects.
4. Maintaining accurate records and preparing clear, concise and competent reports, correspondence and other written materials.
5. Delivering emergency preparedness presentations to both large and small groups.
6. Providing outstanding customer satisfaction (internally and externally).
7. Use of common office software including Microsoft Office and appropriate specialized law enforcement software.

Ability to:

1. Plan, implement, monitor and evaluate a variety of emergency services programs.
2. Recognize potential or actual problems and recommend actions to overcome them.
3. Exercise initiative and sound independent judgment within general policy guidelines.
4. Represent the City effectively in meetings with others.
5. Establish and maintain effective working relationships which garner respect and promote leadership with department members, other City employees and members of the community.
6. Perform in a manner which reflects the City and department mission, values, and goals.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office; some travel is required.
2. While performing the duties of this job, the employee occasionally works outdoors at all times of day and in all weather conditions, and is occasionally exposed to hazardous situations that may result in injury.
3. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, shouting, and yelling.